



# CITY OF FALLS CHURCH

## RECRUITMENT ANNOUNCEMENT

### Library Section Supervisor

The City of Falls Church is recruiting for an experienced Library Section Supervisor for the Youth Services Section of the Mary Riley Styles Library.

#### Responsibilities:

- Plan and organize special programs such as the Summer Reading Program, monthly special programs and guest performances, arts and crafts, informational talks, story hours, school tours, and book talks for Youth Services
- Review, select, and maintain the youth services materials collections
- Evaluate current collections and research and plan for new and emerging materials and formats, plus develop and implement new programs and services
- Coordinate and cooperate with the local schools in the City and develop and work with partnerships in the City's business and educational communities
- Supervise and evaluate three part time employees and administer a youth volunteer program
- Prepare the section budget and monitor all expenditures
- Develop youth policies, make procedural and budget decisions within that area's budget
- Promote youth services in house, to schools, and outside organizations and agencies
- Foster and maintain a close relationship with City and private school librarians and teachers to coordinate curriculum support in the library's collection of school courses
- Prepare a variety of reports concerning section activities and special reports as necessary for City, region, and State
- Create and design promotional materials such as booklists and brochures for youth and parents
- Attend Youth Services meeting at the regional and Statewide level
- Serve on various City and Council of Government as well as state committees representing the youth and library of Falls Church
- In charge of the building and staff on nights and weekends in absence of more senior staff

#### Qualifications:

- Must have an ALA accredited Master's Degree in Library Science with a valid Virginia certificate
- Minimum of five years of supervisory experience in supervising, planning and organizing a Youth Services department in a medium sized public library
- A thorough knowledge of the principles, practices and techniques of modern library operation and of reader interest levels, library reference (particularly youth services' reference)
- An extensive knowledge of library system computer applications and requirements
- Demonstrated ability to maintain accurate records and statistics, to complete accurate reports, exercise initiative and independent judgment, establish and maintain effective working

relationships with library patrons and associates and to communicate ideas effectively both orally and in writing

- Extensive knowledge of youth literature (both children's and young adult) and possess extensive collection development and maintenance skills
- Knowledge of emotional, physical, and intellectual development of youth as it relates to reading, programs, and reader's advisory
- Reader's advisory skills for children, teens, and the parents
- Possess policy and procedures development skills
- Research, develop, and write grant applications and administer grants if awarded
- Excellent interpersonal skills with the ability to work independently but also as a team member
- Ability to form partnerships within the City's business community as well as the educational system
- Attention to detail and handle multiple tasks simultaneously and effectively
- Must be able to exercise initiative and independent judgment (often in charge of the facility and staffs in the absence of more senior staff)
- Ability to maintain accurate records and statistics, to complete accurate reports used at the local, regional, and state levels
- Prepare and manage the Youth Services budget and monitor expenditures
- Must have a strong commitment to excellent customer service skills and flexibility in adapting to rapid change

**Hours:** 8:30 A.M. to 5:00 P.M. most days, but includes one evening a week when hours for that day are 12:30 P.M. to 9:00 P.M. Also includes at least one rotating Saturday and Sunday a month.

**Salary & Benefits:** \$55,663 + depending on qualifications. Includes comprehensive benefits package including health insurance, dental insurance, pension plan, deferred compensation plan, flexible spending account, college, life and long-term disability insurance, paid holidays, vacation and sick leave, credit union membership, free parking, and more. See [www.fallschurchva.gov](http://www.fallschurchva.gov) for additional information.

**To Apply:** Send City application or resume to City of Falls Church, HR Div, 300 Park Ave, Falls Church, VA 22046 or [hr@fallschurchva.gov](mailto:hr@fallschurchva.gov)

**Reasonable Accommodation:** During the selection process, applicants with disabilities may request reasonable accommodation with the agreement of the Human Resources Division. Requests should be directed to the Human Resources Division. The City of Falls Church does not discriminate on the basis of race, color, national origin, gender, sexual orientation, religion, age, or disability.

All City Facilities Are Smoke Free